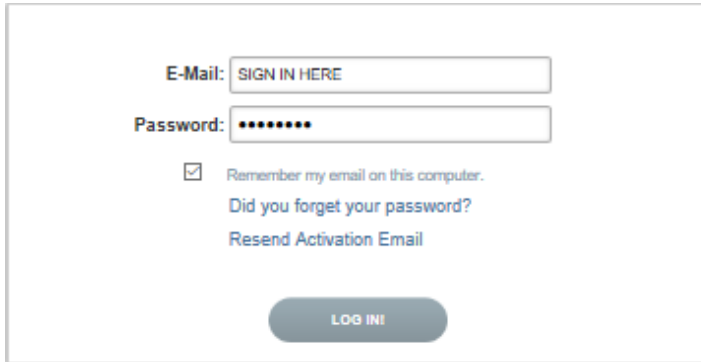


How To View Purchase History

1. Access URL: www.azcourtdocs.gov
2. Select Register at the top of the screen
3. Log into account
Select LOG IN!



E-Mail:

Password:

☒ Remember my email on this computer.

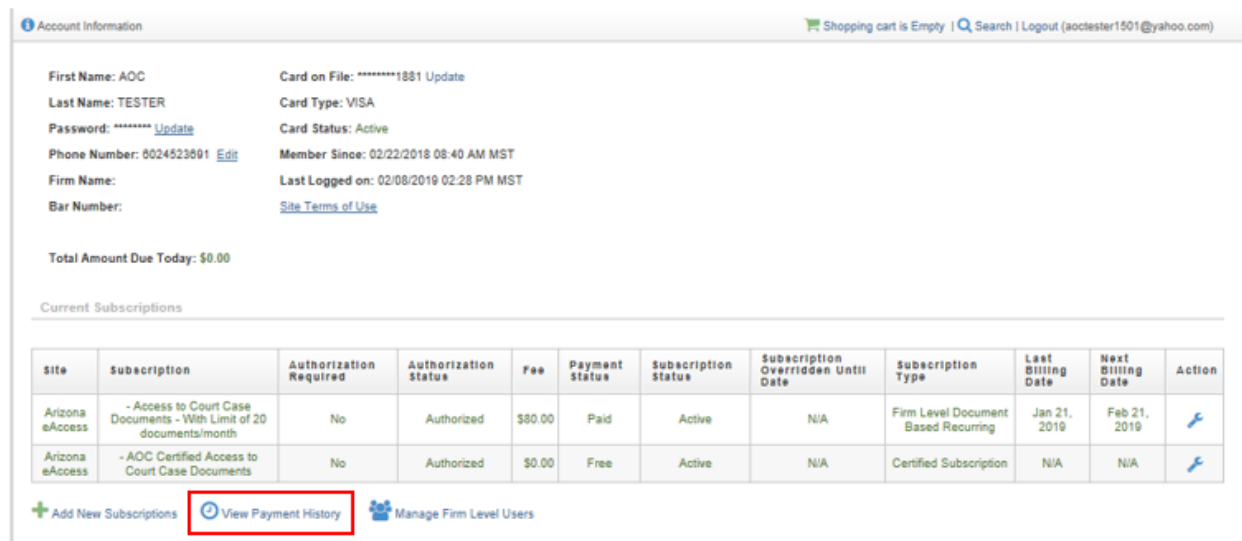
[Did you forget your password?](#)

[Resend Activation Email](#)

4. Select Account Settings under email address drop down options.



5. Select View Payment History



The screenshot displays the 'Account Information' page. At the top, there is a header with 'Account Information' on the left and 'Shopping cart is Empty | Search | Logout (aocester1501@yahoo.com)' on the right. The main content area is divided into two columns. The left column contains personal information: First Name: AOC, Last Name: TESTER, Password: ***** (with an 'Update' link), Phone Number: 8024523891 (with an 'Edit' link), Firm Name, and Bar Number. The right column contains card information: Card on File: *****1881 Update, Card Type: VISA, Card Status: Active, Member Since: 02/22/2018 08:40 AM MST, and Last Logged on: 02/08/2019 02:28 PM MST. Below this information, there is a 'Total Amount Due Today: \$0.00' and a 'Current Subscriptions' section. The 'Current Subscriptions' section contains a table with 12 columns: site, Subscription, Authorization Required, Authorization Status, Fee, Payment Status, Subscription Status, Subscription Overridden Until Date, Subscription Type, Last Billing Date, Next Billing Date, and Action. The table lists two subscriptions: 'Access to Court Case Documents - With Limit of 20 documents/month' and 'AOC Certified Access to Court Case Documents'. At the bottom of the page, there are three buttons: 'Add New Subscriptions', 'View Payment History' (highlighted with a red box), and 'Manage Firm Level Users'.

site	Subscription	Authorization Required	Authorization Status	Fee	Payment Status	Subscription Status	Subscription Overridden Until Date	Subscription Type	Last Billing Date	Next Billing Date	Action
Arizona eAccess	- Access to Court Case Documents - With Limit of 20 documents/month	No	Authorized	\$80.00	Paid	Active	N/A	Firm Level Document Based Recurring	Jan 21, 2019	Feb 21, 2019	Edit
Arizona eAccess	- AOC Certified Access to Court Case Documents	No	Authorized	\$0.00	Free	Active	N/A	Certified Subscription	N/A	N/A	Edit

6. Select Pay As You Go Payment History











User will see a list of documents purchased with the ability to view the receipt

Payment History Account Information | Search | Logout (csanchez@courts.az.gov)

Pay As You Go Payment History **Recurring Payment History**

Document and Payment History

From Date: To Date: Transaction Type: Comments:

	Payment Date	Transaction Reference Number	Transaction Type	Certified Document	Location	Documents Purchased	Card Charged	Name on Card	Total Transaction Amount	View Receipt and Document
Site: Arizona eAccess										
Subscription: Access to Court Case Documents - With Limit of 100 documents/month										
User: csanchez@courts.az.gov										
	4/15/2019 4:07:28 PM	404F11B5F342	Charge	No	Maricopa County Superior	3	N/A	N/A	\$0.00	 
	4/9/2019 9:54:05 PM	315CDE138F12	Charge	No	Maricopa County Superior	1	N/A	N/A	\$0.00	 
Subscription: Access to Court Case Documents - With Limit of 20 documents/month										
User: csanchez@courts.az.gov										
	3/25/2019 1:22:11 PM	B50P0AB5F8EC	Charge	No	Maricopa County Superior	3	1111	CHRISTINE SANCHEZ	\$30.00	 
	3/25/2019 1:20:29 PM	B50P0AB5F8CE	Charge	No	Maricopa County Superior	3	1111	CHRISTINE SANCHEZ	\$30.00	 
	3/25/2019 1:17:17 PM	B30P2E8D832B	Charge	No	Maricopa County Superior	4	1111	CHRISTINE SANCHEZ	\$40.00	 

7. Users will also have the ability to export the transaction history to excel or pdf

Payment History

Pay As You Go Payment History

Recurring Payment History

From Date: To Date: Transaction Type: All Trans

	Payment Date	Transaction Reference Number
Site: Arizona eAccess		
Subscription: Access to Court Case Documents - With Limit of 100 documents/month		
User: csanchez@courts.az.gov		
	4/15/2019 4:07:28 PM	404F11B5F342
	4/9/2019 9:54:05 PM	315CDE138F12
Subscription: Access to Court Case Documents - With Limit of 20 documents/month		
User: csanchez@courts.az.gov		
	3/25/2019 1:22:11 PM	B50P0AB5F8EC
	3/25/2019 1:20:29 PM	B50P0AB5F8CE
	3/25/2019 1:17:17 PM	B30P2E8D832B
	3/25/2019 1:16:19 PM	B70PABEBE70B
	3/25/2019 1:13:35 PM	B80P0BF7B704
	3/24/2019 1:57:05 PM	B20P2E876F0F
	3/23/2019 1:13:32 PM	B40P0AB46A32
	3/23/2019 12:54:15 PM	0E3A74F69969

1 2 3 Page 1 of 3 10 Items per page

